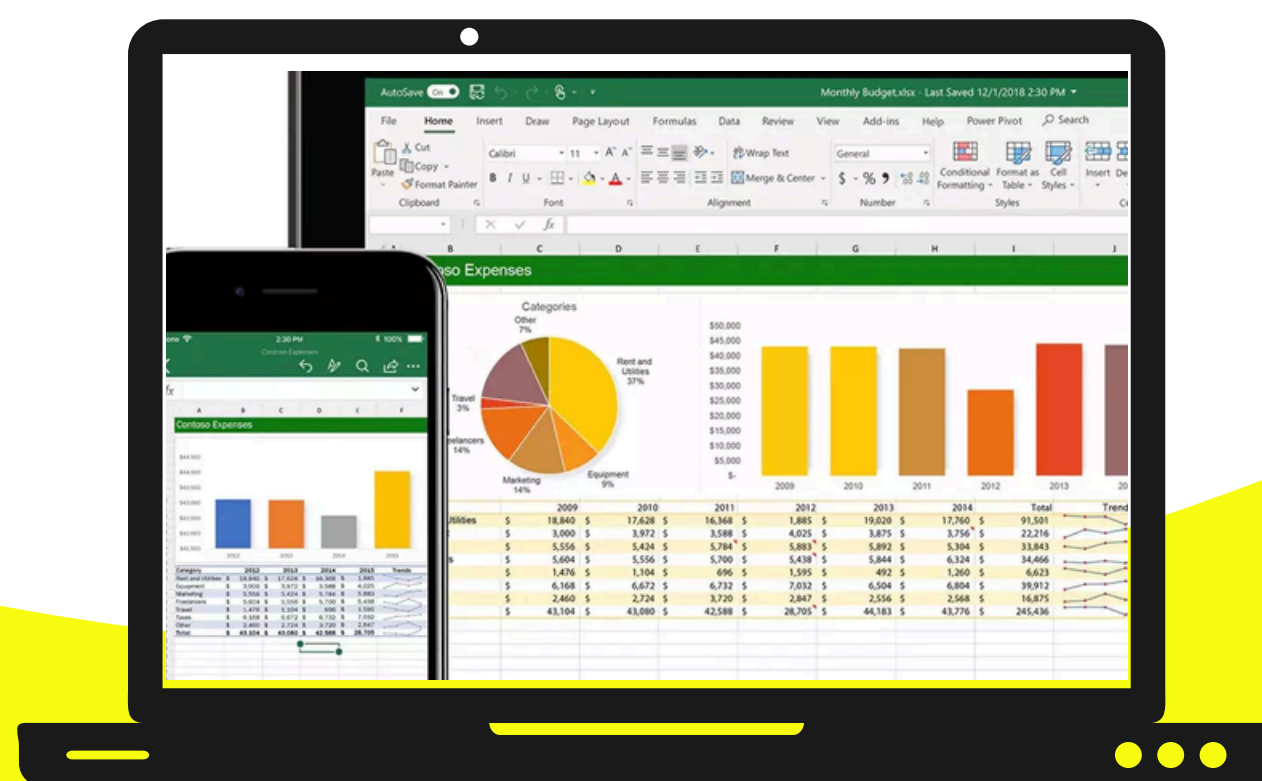




USING AUTOSUM IN EXCEL



HOW TO USE AUTOSUM IN EXCEL



Step 1: Select the Target Cell

Select the Target Cell

Begin by selecting the cell where you wish the result of the summation to appear. This is typically the cell immediately below a column of numbers or to the right of a row of numerical values.



Step 2: Access the AutoSum Feature

Access the AutoSum Feature

Navigate to the "Home" tab on the Excel ribbon. In the "Editing" group located on the far right, click on the "AutoSum" (Σ) button. This action prompts Excel to suggest a range of cells for summation based on adjacent numeric values.



Step 3: Confirm the Selected Range

Confirm or Adjust the Selected Range

Excel will automatically highlight the range it identifies as relevant for the summation. If the suggested range is correct, proceed to the next step. If not, manually adjust the selection by clicking and dragging over the appropriate cells.



Step 4: Execute the Summation

Execute the Summation

Press the Enter key to confirm the operation. Excel will then calculate the total sum of the selected range and display the result in the previously selected target cell.

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